



Muchachos Drum & Bugle Corps
2018 Member Handbook

Index	Page #
Table of Contents	1
Mission Statement	2
History	3
Our Purpose	4
Organizational Structure	4
Administrative & Instructional Teams	5
2017 - 2018 Schedule (subject to change)	6
Member Obligations	6
Code of Conduct	7
Corps Property – Equipment and Uniforms	8 - 9
Attendance	10 - 11
Keys to Success	11 - 12



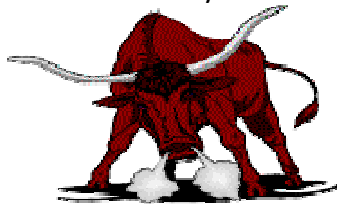
Mission Statement

The Muchachos Drum and Bugle Corps exists as a non-profit educational organization, composed of youth and adult members, dedicated to learning or expanding their knowledge of music and/or the performing arts in the style of Drum and Bugle Corps.

Our priority is teaching musical proficiency and marching arts through an on-going, in-Corps, instructional program that provides opportunities to demonstrate the learning experience in parades and exhibition performances.

We aspire to develop a level of competency consistent with the activity and our peers.

The Lonely Bull



A Little History ...

Back in the sixties, a man by the name of Gerry Dionne convinced the Manchester, NH Boys Club Director Norm Penner that a Drum & Bugle Corps would be a worthwhile activity for the boys at the Manchester Boys Club. On January 17, 1960, the Manchester Boys Club Drum & Bugle Corps was formed. With borrowed horns and drums, the Corps made 10 appearances that first year and even won their first trophy a Rochester, NH parade. In 1963, the Corps made changes, including a new name. The Muchachos Jr. Drum & Bugle Corps made its debut in the Manchester, NH and Exeter, NH Memorial Day Parades. The Muchachos, which means "little ones" in Spanish, performed at many events including the World's Fair in New York in 1964 and Canada's Centennial in 1967. They also represented New Hampshire in Washington, DC in 1976 for the Bicentennial celebration. Numerous awards decorated the walls and trophy cases at the Manchester Boys Club.

In 1986, due to increasing operating costs and lack of interest, the Muchachos went inactive.

The journey continues...

When the City of Manchester was getting ready to celebrate its 150th birthday, the rumblings began about possibly forming an Alumni Corps to perform "just one more time" down Elm Street. As in the beginning, equipment was borrowed, rehearsals were scheduled at the "club", and in September 1996 the Muchachos Alumni Corps stepped onto Elm Street for the opening of Riverfest '96. A performance at the city charter rededication ceremony and the Sesquicentennial parade followed later that month. The events were so successful that members wanted to keep it going. The Corps reformed as the Muchachos Sr. Drum & Bugle corps in November 1996.

More recently the Muchachos have gone through yet another transformation. As the number of alumni from the Junior Corps days dwindled, the Corps has refocused on providing educational and performance opportunities to the public in northern New England. 2007 marked significant milestone for the organization. It changed its Board of Directors structure to an independent board consisting of qualified community leaders. Because of this change, the renamed organization, The Muchachos, Inc., attained 501(c)(3) non-profit status from the IRS and is now a certified tax-deductible organization, dedicated to education in music and the marching arts. The Muchachos Drum & Bugle Corps is one of two organizations sponsored by the Muchachos Inc. Lastly, the Muchachos applied for associate membership as an All-Age Corps with Drum Corps International (DCI) and was evaluated and approved, resulting in opportunities for the Corps to perform exhibitions at DCI sanctioned shows, something the members had wanted to do for quite some time.

The debut of the Corps' 2007 production was on July 3rd in Nashua, NH at the Spartans show, at the request of Mr. Peter LaFlamme the Executive Director of the Spartans. It was the first time the Corps performed on the field in seven years. It was a welcomed return and the Corps made

new fans at the show. The excitement wasn't over yet. The Corps polished their routine and took the field again on July 15th, in Manchester for our own show. After the weather broke they entertained the crowd and made new fans again. The members of the horn line got one more treat as they played America the Beautiful in a joint performance with the Spartans horn line as part of the ceremonies at the end of the show. It was a beautiful way to cap a great 2007 season.

Since then, we gained additional venues to perform in exhibition, notably World Class shows in Lynn and Lawrence, MA; an Open Class show in Brockton/Bridgewater, MA; and our first Drum Corps Associates (DCA) show in Kingston, NY.

Our Purpose...

We are not the 1960, 1965, 1972, 1980, or the 1986 Boys and Girls Club Muchachos. We are also not the 1996, 1999, or 2003 Muchachos Alumni Corps. The Muchachos have dropped 'Alumni' & 'Sr. Corps' from its name. This is an opportunity for the legacy of the Muchachos to meet the future, and continue what was started 50 years ago by Mr. Dionne. We're a drum corps family, and a place where people who love and enjoy music can learn to play, perform, and entertain audiences in the tradition of Drum & Bugle corps.

The 2010 birthday version of the Muchachos took us all away from the crazy world we live in for a few hours a month, doing what we enjoyed doing when we were younger (or older) – **PERFORMING and ENTERTAINING!!** If you were involved, you worked hard, practiced, and in the end, you found that your involvement was **VERY REWARDING.**

Organizational Structure

The Muchachos Inc. is the legal IRS approved non-profit corporation that conducts the business of the Muchachos Drum and Bugle Corps. As such, the IRS requires that it be governed by a Board of Directors, the majority of whom must be non-affiliated. Essentially, that means anyone who benefits from the Corps activities is excluded from any decisions that benefit them. As members receive instruction from the Corps, this was deemed to be a "benefit" to the members and therefore excludes membership on the Board.

The Board oversees all aspects of the Corps operations as conducted by Officers of the Corporation elected by the Board. The President of the Corporation is responsible for establishing an operating policy for the sponsored units, the Muchachos Drum and Bugle Corps and the Amoskeag Sound Mini-Corps. The President appoints the unit's leadership, usually the Corps Director and Business Manager, provides instructional staff, and establishes committees of the membership to effectively perform the tasks required for day to day operations. These typically are Quartermasters, fund-raising, public relations, membership, social, and others as deemed necessary to allow the Corps to meet its objectives.

The unaffiliated Board of Director members currently are:

Al Gagne – Chairman of the Board
Arthur Sullivan
Armand Forest
Judy Aikens – Board Secretary
Mike French
Larry Stacy
Ken Vachon
Carolyn Surrell

The Officers of the Corporation are:

Al Gagne – President
Larry Stacy– Vice President
Judy Aikens - Secretary
Ken Vachon - Treasurer

Your Administrative Team

Carolyn Surrell - Corps Director
Ken Vachon – Treasurer/Public Relations
Matt Roy - Quartermaster
Judy Aikens – Secretary
Joan Joly – Webmaster/ Director of Development

Instructional Team

Gary Gosselin - Percussion Caption Head
Denyelle Surrell – Color Guard Caption Head
Manny Herrera - Brass & Drill Instructor

As of November 9th, 2017 (Performance information will be updated as information becomes confirmed)

Rehearsals (12:30 – 4:00 PM - October to April) (10:00 AM - 5:00 PM - May to July)

November 19, 2017 (Open House)

December 17, 2017

January 7, 2018

January 21, 2018

February 4, 2018

February 18 (Open House)

March 11, 2018

April 9, 2018

April 22, 2018

May 5 & 6 (Noon – 5 PM)

May 19 & 20 (Noon – 5 PM)

June 10, 2018 (Noon – 5 PM)

June 24, 2018 (Noon – 5 PM)

July 15, 2018 (Noon – 5 PM)

2016 - 2017 Performances (Times TBA)

November 26, 2016 – Salem Christmas Parade

December 2, 2017 – Manchester Christmas Parade

March 25 - Manchester St. Patrick's Day Parade

May 27 – Seabrook Memorial Day - **TBD**
Shows TBD

August 16 – Camp Fatima

September 11 - Veterans Cemetery

Additional parades as scheduled

Marching Member Obligations - Full Commitment

- **2018 Tuition agreement signed and paid (See separate document)**
- **Abide by the Code of Conduct and Operating Policies contained herein**
- **80% attendance at scheduled practices/parades**
- **100% attendance for Field Show Exhibitions**

Marching Member Obligations -Partial Commitment - No field show

- **2018 Tuition agreement signed and paid (See separate document)**
- **Abide by the Code of Conduct and Operating Policies contained herein**
- **50% attendance at scheduled practices/parades**
- **Must volunteer to help at Muchachos hosted DCI Manchester show**

Honor Guard (A-Line) Member Obligations

- **Members agree to 'Come when they can', and should make every effort to be available for our field exhibitions**
- **Must learn/be able to march properly**
- **Must learn US Flag etiquette**
- **Abide by the Code of Conduct and Operating Policies contained herein**

Code of Conduct

1. Drug use will not be tolerated by any member of the corps at rehearsals, performances, or other events.
2. There will be no consumption of alcohol prior to or during practices or performances. No alcohol can be consumed in the presence of members and at any locations of Corps activities. The only exception is at the awards dinner, if held at a licensed restaurant that serves alcohol according to local laws to adult members only.
3. You are always a representative of the Muchachos Drum and Bugle Corps and, as such, need to take care not to act in any manner that would be detrimental to the image or reputation of the Corps. This includes verbal communication and/or posting any statements on the Internet (RAMD, DCP, Facebook, YouTube, Twitter, etc.).
4. Due to potential legal trademark and/or copyright issues, no one should post any audio/video of the Muchachos in any media form, without the express written consent of the President of The Muchachos Inc. There is no restriction on posting still photographs.
5. Practice facilities are to be treated with respect. Anything that's moved will be returned to where we found it. Inspect your surroundings and make sure you pick up bottles, wrappers, and any other debris prior to leaving the premises.
6. If you are issued equipment by the Muchachos, you are responsible for it and are expected to take care of it. Any lost equipment must be replaced at the member's expense.
7. All members will attend rehearsals as scheduled. In the event you expect to be late, or must miss a rehearsal, you are to notify the Corps by sending a message as soon as possible, but no later than 48 hours prior to the event, on:
 - Horn Line - HLabsent@muchachos.org,
 - Drum Line - DLabsent@muchachos.org
 - Color Guard - CGabsent@muchachos.org

In the event of an emergency, you are to text or call the Corps Director at 603-343-3125.

8. **Harassment or discrimination of any type is not tolerated.**
9. **You must meet your attendance commitments as outlined in the attendance policy. (Pages 6 & 11)**

10. No adult member (18 and older) will be alone in any location with another member under the age of 18. A location is defined as a separate room, building, site, or vehicle not visibly accessible at all times by other members of the Corps.
11. You will treat the staff with the respect due them, as well as treat other members with courtesy and civility. Any actions deemed to be contrary to the proper conduct expected of members, or in any way detrimental to the Muchachos, are grounds for immediate dismissal from the Corps.
12. **Corps uniforms and equipment are to be returned when requested by the Corps Director. As a non-profit organization governed by the NH Attorney General's Office of Charitable Trusts, failure to return Corps property when requested will result in the filing of a charge of "Theft by unauthorized taking" under State of New Hampshire Revised Statutes Annotated (RSAs).**
13. Any members who suffer medical conditions that prevent participation will not be allowed to return without a signed Doctor's release that identifies any limitations placed upon the member's return, if any. Any changes in a member's medical history that could impact emergency treatment require an updated "Medical History and Release" form be provided to the Corps Director or Secretary.

Anyone not abiding by the above Code of Conduct will be subject to dismissal.

Corps Property

Members that do not participate, or do not expect to participate, in any Corps rehearsals and/or performances in any sixty (60) day period, must immediately return all Corps property. All new members must attend the next four (4) events after equipment is issued, and attend a minimum of two (2) events per month during their first year of membership. After the first year, they must follow the existing member property policy listed above. These requirements can only be waived by the Corps Director on a case by case basis.

As soon as any member identifies a need for a leave of absence of longer than 60 days, the member will turn in all Corps uniforms and equipment prior to the beginning of the absence. If the member identifies a return date, the uniform items will be kept together for re-issue.

Equipment and Uniforms

All members are responsible for the equipment and the uniform issued them by the Corps. The quartermaster shall handle any repair, adjustment, or maintenance to equipment. The Corps shall handle any repair or adjustment to any uniform parts.

Members are responsible for their uniforms. Each member is required to keep his or her uniform in a clean and presentable manner at all times. Each member is issued a uniform bag to help protect the uniform. **The uniform bag is only to be used when transporting the uniform and is NOT to be used for storing the uniform.** Shoes are not allowed to be stored in

the uniform bag, as they will cause damage to the bag. Gauntlets and gloves are to be stored with the sombrero and ball cap in the hat box.

Uniforms are to be kept clean and returned in a clean condition when exchanging parts or when leaving the Corps, according to the instructions provided when the uniform was issued and which you agreed to. Members will be reimbursed for the cost of hemming their Corps uniform pants to ensure that they are not worn out by dragging on the ground.

Uniform Wear - *A Drum Corps in a sharp and well-fitted uniform is an impressive sight.*

Uniform Guidelines

In order to present a “uniform” look and make a great impression, it is important that uniform wear guidelines be *strictly* adhered to. The uniform is to be worn *completely* at all times in public view. Looking “First Class” is part of the Corps’ tradition.

Full Uniform - Definition

- Hats/Sombreros—All long hair should be worn up. The hat should sit just above the ears and not cover any part of the ears. The front of the hat should sit two fingers above the eyebrows. Baseball caps are not part of the Corps uniform and not to be worn at any time in uniform. When in a group/sections, all sombreros should be worn (or not worn) the same way for uniformity (on, off the back, or on the ground in front of you).
- Tunic - The ‘Member’ T-Shirt must be worn under the uniform (exception can be made for cold weather and you will be notified by staff). Tunic remains zipped *always* in public unless told otherwise by the staff.
- Shoes—Shoes should only be the designated shoe style (patent leather) and must be cleaned for each performance (style will be communicated by the Director). A grace period is given for newer members to purchase and obtain the proper shoes.
- Socks—Black socks that go several inches above the ankle must be worn in uniform.
- Jewelry—There should be *no* jewelry worn that is visible in uniform. (Except for stud type earrings)
- Sunglasses – Sunglasses are permitted and encouraged (especially for parades and when sunny) but are not allowed at night time performances. The style of sunglasses should be simple and should be dark in color and not draw attention to you (they are meant to protect your eyes, not make a fashion statement). The Director has the final say on sunglasses.

Other Rules for Full Uniform

- There is no eating in full uniform
- You may only drink water in full uniform (unless instructed by Director/staff)
- You should not sit on the ground or other place not meant to be sat on.
- No running in full uniform

Half Uniform – Definition

There are times where being in full uniform is not practical (i.e. heat), but the Corps want to maintain a 'uniform' look. Wearing of the Corps 'Member' T-Shirt under the bibbers ensures the Corps' "uniform" look while in half uniform.

Half uniform rules are the same as full uniform, except that your tunic should be neatly folded and placed over your upside-down sombrero and secured with the string. Gauntlets should be attached to your suspenders on your bibbers. You may place your sombrero (with uniform inside) on the ground and should be done so in a 'uniform' fashion (either all in front of you, or all lined up).

All other rules for uniform wear apply.

Attendance

The goal of the following attendance policy is to ensure that there's a 'critical mass' at rehearsals and performances. It provides the instructional staff with notice in case rehearsal plans must be revised due to significant attendance issues on a given day. It allows us to prepare and field a Corps large enough to meet DCI requirements, and to ensure the Corps' performance is at a level that meets or exceeds DCI standards. It also sets down expectations when attendance becomes an issue and is expected to improve communication when 'life' happens.

Attendance Policy

Expectations: You have made a commitment to be in the Muchachos for its field show season. **Everyone is counting on you!** To have successful rehearsals and performances, it is essential that we have full attendance. **The absence of one person not only affects that person, but also the entire group.** The critical factors of uniformity, balance, spacing, and alignment cannot be improved or maintained with absences.

Legitimate Excuses: Legitimate excuses for rehearsal or performance absence are school events, illness, family vacation, accident, or serious illness/death in the family. There are other acceptable excuses as well, if you have any questions please see the Corps Director.

A request to be excused from a future rehearsal or performance must be turned in at the earliest possible time, and will be considered by the Director depending the legitimacy of the case presented. You may also be excused for part of a rehearsal (come late or leave early) as well, as it is better for the Corps if you can come for part of rehearsal rather than not at all.

You should use the e-mail addresses listed in Paragraph 7 of the Code of Conduct above to notify the Corps. Your message will automatically be forward to the Director and staff who have the need to know.

If you are notifying the Corps with less than 48 hours prior to rehearsal you should follow up with a text or call to the Corps Director at 603-343-3125. You must use the above e-mails and/or call the Corps Director. Letting someone else know is not acceptable, and may result in

your absence being considered 'unexcused'.

Unexcused Absences: Unexcused absence from a performance is unacceptable and may result in your spot being closed. Continuing problems with absences, tardiness, or leaving early from rehearsal will be given appropriate consequences regarding performance opportunities.

Field Show Requirements: Due to safety considerations, an absence from a rehearsal immediately prior to, including the day of, a field show performance may result in you not being allowed to perform. Sometimes changes in the show drill may occur due to judging comments and the only opportunity to learn and rehearse those changes will be the rehearsal prior to a performance. Exceptions to this requirement can only be made with pre-approval of the Corps Director.

Ask: If you are not sure, or have a request, problem, or question **ask** the Corps Director at the earliest possible time.

Keys to Success

The goal of the Muchachos Drum and Bugle Corps is to provide a fun and rewarding corps-style experience for members of all ages, which leads to personal growth and performance in a variety of venues. In order to achieve this goal, the following 'Keys to Success' were developed to outline expectations for those involved in both learning (members) and instruction (instructional staff). These 'Keys to Success' form the backbone of the instructional program and are expected of all those involved:

Member Expectations:

- The Muchachos Drum and Bugle Corps employs the services of a talented and experienced instructional staff. Members are expected to be open to direction with the understanding that the process of learning is an ongoing one which requires time, effort, and commitment.
- **Practice happens at home, rehearsals occur on scheduled dates.**
- The Muchachos rehearsal schedule is deliberately structured with the scheduling needs of the members in mind. Focused rehearsals are supported through the efforts of the members at home. ***Members are expected to practice their music or equipment work diligently so that skills and concepts taught during rehearsals are continuously refined between rehearsals.***
- Rehearsal attendance is critical to the growth of the ensemble. Understanding that everyone has commitments and engagements outside of drum corps, members are expected to make all reasonable efforts to attend rehearsals, and to communicate (in advance) any potential rehearsal conflicts.
- Attitude is everything. Members are expected to maintain a positive attitude during all phases of the learning process. The instructional staff is open to suggestions so long as those suggestions are voiced outside of rehearsal and framed in an appropriate way.
- Members will maintain their equipment and ensure that it is in good working order for rehearsals and performances.

Instructional Staff Expectations:

- The Muchachos Drum and Bugle Corps will retain a qualified and experienced instructional staff equipped to support the nature and ability level of the performing members.
- The instructional staff will design a program (music and visual) which is challenging, yet achievable, given the ability level of the performing members.
- The instructional staff will develop and execute a technique program aimed at performance improvement and musical growth.
- Just as attendance is critical for members, it is also critical for the instructional staff. Keeping in mind the professional commitments of those involved, the staff will work to ensure representation at every rehearsal.
- Collaboration and cooperation are hallmarks of a strong team. Members can expect the instructional staff to collaborate with each other, and with the membership, to improve both instruction and performance.
- The instructional staff will provide music, guard routines, and drill with ample time to learn all that is needed for scheduled performances.